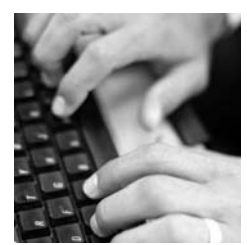
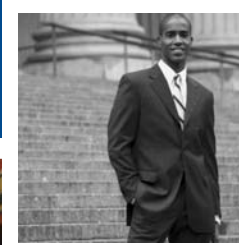


# IKON / Efficiency Solutions for Law Firms

Information is your best defense

support



speed

IKON Legal Enterprise Solutions

**IKON**

**Document Efficiency**  
*At Work.*<sup>®</sup>

A RICOH COMPANY

**Practicing law requires information.** Large amounts of information, which must be collected, stored, reviewed and communicated effectively. The ease and speed with which you can manage and utilize information can make the difference between winning and losing a case, and save precious time and money in the day to day operations of your firm.



IKON has the expertise, experience and end-to-end customized solutions you need to respond to complex litigation requests and document management challenges that may arise. Backed by Ricoh, a global technology innovator with annual revenue in excess of \$20 billion, IKON provides law firms and corporate counsel with a comprehensive portfolio of document management technology and services to manage their entire document workflow, from data forensics, electronic discovery, document imaging and coding, to copy and mail center management.

IKON efficiency solutions for law firms address specific document workflow challenges, using integrated hardware and software solutions implemented by IKON's team of professional services consultants. From a brief assessment of your operation, IKON consultants can identify document processes that are out of step with industry norms, recommend solutions and implement systems in your firm that will often pay for themselves within one year.

#### **LITIGATION SUPPORT SCANNING**

For pre-trial preparation, documents can be scanned with full text OCR, coded, Bates labeled and organized in a review tool such as Summation, Concordance or Ringtail. IKON solutions built on leading legal capture, workflow and content management software help firms handle more of their discovery and litigation support in-house. Plus IKON's on-site and off-site managed services can help you handle peak volume requirements and provide blowback printing.

#### **RECORDS MANAGEMENT**

Records management is becoming increasingly complex. IKON efficiency solutions make records easy to file and retrieve, and you can add retention policies and schedules that ensure the timely disposal of documents. We can also manage your central filing and the storage, maintenance, retrieval, delivery and tracking of your active and inactive files.

#### **CENTRALIZED AND CLOSED FILE SCANNING**

Despite the popularity of scanning and document management for version control and electronic document maintenance, case files have predominantly been stored off-site in hard copy. IKON provides capture subsystems and conversion services so that when a case is closed and you review the contents of the file to eliminate duplication and prepare the files for storage, you can identify unscanned documents, add profiling information and send them to the production or records center to be scanned.

#### **INCOMING MAIL SCANNING**

Mail room automation solutions that scan and capture all mail as it enters an organization are becoming popular. IKON mail room solutions help to avoid duplicative scanning of the same document and aid file organization as a case closes.

#### **COST RECOVERY**

Statistics show that legal firms are photocopying less but scanning and printing more, but many cost recovery systems are not set up to recover scanning and printing costs. IKON provides Cost Recovery Assessments that measure the current state of your recovery systems, including realization rates and write-offs and provides recommendations to help you increase disbursement recovery and minimize recovery administration.



### CONVENIENCE SCANNING

Many law firms are increasing the ratio of attorneys to secretaries. Your secretaries may need automation and productivity tools so they can maintain their level of support for attorneys. IKON scanning solutions save documents electronically and release them to e-mail and document management systems. Custom connectors integrate applications with your equipment, content management and cost recovery systems. Solutions can also leverage production and mailroom services, allowing secretaries to index documents but delegate the scanning.

### DIGITAL WRITING

Digital writing technology captures handwriting as data in real time. In many situations you need to collect information on paper or capture data offsite where scanning is not convenient. IKON digital writing solutions can facilitate the laborious and paper intensive pre-bill process and capture agreement mark-ups or meeting notes.

### FAX SERVER

Many firms have already implemented electronic fax servers to manage incoming faxes but some rely on stand-alone fax machines to send outgoing faxes. IKON can integrate your MFPs so users can scan directly to the fax server, allowing you to eliminate fax lines.

### THE RIGHT PEOPLE, THE RIGHT TECHNOLOGY, THE RIGHT METHODOLOGY

The best solution for your firm is one that is right for both today and tomorrow. IKON consultants are document management experts with years of industry experience who can accurately assess your processes and provide advice for the long term. IKON has partnerships with leading document management suppliers so we specify components that will evolve with your needs. And to ensure your solution is implemented on time and within budget, IKON employs a proven management discipline that breaks projects into distinct manageable phases for review and approval.

FEATURES	BENEFITS
Electronic storage of documents	Reduce or eliminate paper, duplication and costs of storage, fax, shipping, reprinting, and associated labor. Ensure business continuity in the event of a disaster.
Central repository, files organized in folders and indexed by pertinent key data	Fast access to information, easy collaboration, easy search and retrieval, improved customer service
Automated workflows	Reduce cycle times, improve productivity
Multiple levels of security	Eliminate unauthorized access, reduce exposure of sensitive information and compliance issues
Records management retention schedules	Destroy documents when legally allowed
Cost recovery	Recover printing, scanning and copying expenses
Litigation support scanning integrated with review tools	Seamless operation
Intelligent classification of documents	Reduce time sorting documents
Automatic extraction of index data	Reduce keying and improve data accuracy
Reporting capabilities	Quality control



# end-to-end solutions

IKON offers a comprehensive portfolio of document management products and services to help law firms and corporate counsel manage their entire document workflow, whether it is on-site copy and mail centers, off-site imaging or processing work, electronic discovery, data forensics, records management, or other litigation support services.



## LITIGATION SUPPORT SOLUTIONS

### Discovery Services

- Identification
- Litigation Hold
- Collection and Preservation
- Early Case Assessment
- Culling and Analysis
- Processing (EDD, Scan, Code)
- Hosting
- Review
- Production

## DOCUMENT PROCESSING SOLUTIONS

### Imaging Services

- National Processing Centers
- On-site and Off-site Scanning
- Copy/Blowback
- OCR
- Backfile/Day Forward
- Commercial Scanning
- Trial Graphics

## WORKPLACE SOLUTIONS

### Managed Services

- On-site Staffing
- Fleet Management
- Mail Room Services
- Records Management
- Professional Services

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[www.ikon.com](http://www.ikon.com)



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*At Work.*<sup>®</sup>

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Part # GB-2195

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